

**Community Partnership Charter School
&
Beginning with Children Charter School II
Board of Trustees
Agenda
August 13, 2014
6:00pm**

Barclays
745 Seventh Ave
New York, NY 10019

6:00 p.m.	Principals' Reports – Adjowah Scott & Esosa Ogbahon <ul style="list-style-type: none">• CPCS Lower• CPCS Middle (written report)• BwCCS2
6:30 p.m.	Finance Report-Brian Stemmer <ul style="list-style-type: none">• Finance Update
6:45 p.m.	Governance-Martin Ragde <ul style="list-style-type: none">• Board officers• Committees• Scheduling and logistics• Meeting agenda• Executive team• Schedule September meeting-9/16 or 9/17
7:30 p.m.	Merger <ul style="list-style-type: none">• MOU with BwC
8:00 p.m.	Meeting adjourned

**Community Partnership Charter School
Board of Trustees
Meeting Minutes
July 8, 2014
6:00 p.m.**

Location: Beginning with Children Foundation, 575 Lexington Avenue, New York
Members Present: Martin Ragde, Clare Cusack, Amy Kolz, Kiisha Morrow, Keisha Rattray

Guests: Oma Holloway, Nancy Lewson Kurz, Denniston Reid, Brian Stemmer, Matthew Whitt

Absent: David Stutt

The meeting was called to order by Martin Ragde at 8:13 a.m.

Governance

- The Board reviewed and approved the June 10, 2014, Board meeting minutes.
- The Board unanimously elected Oma Holloway as a member.
- The next meeting will be held at CPCS Lower School on August 12, 2014, at 8 a.m.

Finance

- The funds to be raised are currently \$331,182, a reduction of \$245,328 since the last meeting.
- The reduction of the deficit stemmed primarily from reductions to projected salaries and benefits. Salaries are projected to be approximately \$188,000 under budget, and benefits are projected to be \$168,000 under budget. The latter may be due to staff members contributing less to the 401k program.
- CPCS was awarded \$5,000 from the Sohn Foundation.
- CPCS received \$3,500 from members of the Board.
- The Foundation recommended that the Board add Michele Ashley as a signatory to the bank account in light of Melanie Byron's departure.
- The Board voted to approve Michele Ashley as a signatory to the bank account and remove Melanie Bryon.

Middle School Report

- Keisha shared photos of the Middle School Advancement Ceremony on June 23, which was a huge success. Graduating eighth graders also participated in a Senior Awards Luncheon on June 21.
- The staff had an end-of-year meeting to create goals for the next school year, and there was an ELA Department meeting on June 27 with literacy consultant Dr. Nia to plan and finalize non-fiction and social action units.

- The 2014-15 Summer Institute goals have been set and shared, and the Family Engagement Calendar for 2014-15 has been planned and shared with the PTCC.
- Based on Q1-Q4 data, small instruction groups will be formed for the 2014-15 school year. Groups will begin in September.
- CPCMS has been awarded an Out-Of-School-Time Grant, which will expand afterschool programming activities for grades 6-8. The total value of the grant is \$1.1 million over 3 years.
- Denniston, Nancy, and Keisha described to the Board the parameters and requirements of the grant, which will necessitate hiring individuals to fill several positions, including an afterschool director, activity specialist, and a Director of Grant Dissemination.

Foundation Report

- Denniston will serve as interim acting principal for the Lower School until a long term interim acting leader is identified.
- Denniston reviewed with the Board the FAQ sheet detailing questions and answers regarding the leadership transition at the Lower School. The document was shared with teachers the day before and includes the following information:
 - The search process and likely timetable for securing the interim and permanent school leaders.
 - The current openings at the Lower School and the proposed staffing plan.
 - A description of the roles and responsibilities within each grade/classroom, and additional expectations that were shared with the staff and community.
 - A summary of the feedback from teachers and staff during one-on-one meetings, and a review of information shared with the staff during these discussions.
- The Board discussed the stages and chronology of the principal interview process.
- The Board and guests discussed the need to have an individual at the Lower School responsible for welcoming incoming Kindergarten families to the school.
- Denniston alerted the Board to two significant expenses that will require Board approval: an \$8,725 fee for fixing a computer server at the Lower School, and roughly \$8,000 in office supplies.

PTCC Report

- Petra voiced the desire for teachers to potentially receive training on facilitating and maintaining student engagement in the classroom.
- Petra also discussed efforts to make future PTCC meetings more effective and efficient. The PTCC will be working with parents to ensure an understanding of leadership, PTCC and Board roles in managing school and student issues.

A motion was made and approved to adjourn the General Meeting and begin the Executive Session at 9:45 a.m.

During the Executive Session, the Board and members of BwCF discussed an individual employee's compensation.

The Executive Session was adjourned at 10:01 a.m. and the general Board meeting recommenced at 10:02 a.m.

The Board voted to allow Martin Ragde to discuss a salary increase with Keisha Rattray.

The Board also voted to approve the aforementioned \$8,725 fee to fix the LS server. The Board asked Denniston for more detail on the office supply expenses prior to approval.

The Board reviewed the total costs of the Lower and Middle School Appreciation Breakfasts and the Lower School Lunch. The Board will be splitting these costs among members and the Foundation.

The meeting was adjourned at 10:18 a.m.

**Community Partnership Charter School
Board of Trustees Meeting
August 13, 2014**

Financial Highlights

The projected deficit is \$281,139 a reduction of 50,043 since the last meeting. These projections are still not final. All invoices have yet to be received. Year-end accruals and adjustments have not been made.

Revenues:

- The NYS per student allocation budget line was budgeted at 440 full time equivalents at the allocated funding of \$13,527. On the August 1, 2014, billing reconciliation document CPCS reported 408.95 general education FTE's. This represents a \$420,000 reduction of revenue.
- Special Education revenue is projected to decrease by approximately \$46,000.
- CPCS received \$3,500 from members of the board
- CPCS was awarded \$5,000 from the Sohn Foundation.
- Title grant revenue reflected in the attached financials has been confirmed. Title grant revenue is projected to decrease approximately \$8,000 for the 2013-2014 school year.

Expenses:

- Salaries are projected to be approximately \$188,000 under budget.
- Benefits are projected to be approximately \$188,000 under budget.
- Occupancy costs are projected to be approximately \$20,000 under budget.
- \$120,000 was added to Curriculum Materials.
- Consultants are projected to be approximately \$25,000 under budget.
- General and Administrative costs are projected to be approximately \$37,000 under budget.

COMMUNITY PARTNERSHIP CHARTER SCHOOL
 BUDGET TO ACTUAL
 SCHOOL YEAR 2013-2014

/-----BUDGET-----/ /-----ACTUAL-----/

	2013-2014	7/1/13-6/30/14	Projected to Year End	Total Projected at 6/30/14
Revenues - Private:				
Funds to be Raised	184,839	-	-	-
Other Private	-	22,810	-	22,810
Student Meal Reimbursement	-	3,558	-	3,558
Total Private Revenues	184,839	26,368	-	26,368
Revenues - Public:				
NYS Per Student Allocation	5,951,880	5,532,895	(1,028)	5,531,867
Erate	-	-	-	-
Federal IASA (e.g. Title 1)	190,000	75,862	109,949	185,811
Special Ed Funding	659,568	613,340	-	613,340
Federal Title II-VI Funding (including ARRA RTTT)	15,000	2,194	8,776	10,970
Total Public Revenues	6,816,448	6,224,291	117,697	6,341,988
Revenues - Other:				
Interest Income	10,000	21,034	1,466	22,500
Total Other Revenues	10,000	21,034	1,466	22,500
Grand Total Revenue & Other Income	7,011,287	6,271,693	119,163	6,390,856

**COMMUNITY PARTNERSHIP CHARTER SCHOOL
BUDGET TO ACTUAL
SCHOOL YEAR 2013-2014**

/-----BUDGET-----/ /-----ACTUAL-----/

	2013-2014	7/1/13-6/30/14	Projected to Year End	Total Projected at 6/30/14
Total Salaries & Wages	4,339,859	4,136,823	14,431	4,151,254
Total Personnel Related	1,117,513	874,903	54,310	929,213
Grand Total Personnel	5,457,372	5,011,726	68,741	5,080,467
Occupancy				
Building Permits	5,000	1,927	-	1,927
Insurance - Prop & Liab	47,000	38,912	-	38,912
Moving Expense	-	1,105	-	1,105
Cleaning Supplies	1,000	319	-	319
Utilities	5,000	-	-	-
Maintenance & Repairs	10,000	5,824	-	5,824
Equipment & Furniture Rental	20,000	20,363	-	20,363
Total Occupancy	88,000	68,450	-	68,450
Educational Programs				
Classroom Instructional Materials & Supplies	45,000	71,199	3,801	75,000
Art Supplies	7,500	6,708	-	6,708
Music Supplies	10,000	3,841	-	3,841
Math Supplies	20,000	96	-	96
ELA Supplies	20,000	17,018	-	17,018
Physical Education Supplies	5,000	3,324	-	3,324
Science Supplies	8,000	5,731	-	5,731
Social Studies Supplies	7,500	367	-	367
Curriculum Materials	-	126,486	-	126,486
After School Program	70,000	171,680	-	171,680
Summer School	-	-	-	-
Library Books & Curriculum	20,000	20,116	-	20,116
Community Academic Enrichment	40,000	9,505	-	9,505
Staff Development	85,000	90,411	-	90,411
Technology Supplies Education	100,000	57,705	-	57,705
Research & Testing Supplies	25,000	24,097	-	24,097
Family Outreach	5,000	9,036	-	9,036
Trips & Admissions	109,000	55,460	-	55,460
Total Educational Programs	577,000	672,780	3,801	676,581

**COMMUNITY PARTNERSHIP CHARTER SCHOOL
BUDGET TO ACTUAL
SCHOOL YEAR 2013-2014**

/-----BUDGET-----/ /-----ACTUAL-----/

	2013-2014	7/1/13-6/30/14	Projected to Year End	Total Projected at 6/30/14
Consultants				
School Development & Support	33,816	33,756	-	33,756
Literacy	26,184	22,000	-	22,000
ELL Consultants	20,000	-	-	-
Speech Consultants	7,500	2,250	-	2,250
Total Consultants	87,500	58,006	-	58,006
Special Needs Program				
Special Needs Supplies	4,000	910	-	910
Total Special Needs Programs	4,000	910	-	910
Other G&A Costs				
BwCF Service Fee	629,215	629,215	-	629,215
Audit & Accounting	25,000	26,534	-	26,534
Organizational Legal	5,000	9,011	-	9,011
Health & Safety	1,000	67	-	67
Employment Search & Advertising	10,000	3,234	-	3,234
Telephone /Communications	7,500	5,848	-	5,848
Printing & Publications	5,000	1,350	-	1,350
Office Supplies	18,000	13,063	1,000	14,063
Postage & Shipping	4,500	2,911	-	2,911
Technology Support Consultants	25,000	1,388	-	1,388
Technology Support - Supplies	8,000	3,789	-	3,789
Payroll Service Fees	8,000	8,591	-	8,591
Travel	1,200	-	-	-
Dues & Subscriptions	12,000	15,410	-	15,410
Miscellaneous & Bank Fees	500	882	-	882
Student Meals	16,000	13,014	-	13,014
Graduation Supplies	1,500	4,463	-	4,463
Meetings, Teacher Appreciation	10,000	10,507	-	10,507
Total Other G&A Costs	787,415	749,277	1,000	750,277

COMMUNITY PARTNERSHIP CHARTER SCHOOL
 BUDGET TO ACTUAL
 SCHOOL YEAR 2013-2014

/-----BUDGET-----/ /-----ACTUAL-----/

	2013-2014	7/1/13-6/30/14	Projected to Year End	Total Projected at 6/30/14
Contingency	-	-	-	-
Total Operating Expenditures	7,001,287	6,561,149	73,542	6,634,691
Net Operating Income (Deficit) Prior to Depreciation and Capital Expenditures	10,000	(289,456)	45,621	(243,835)
Capital Expenditures:				
Furniture & Equipment	10,000	-	-	-
Computer Technology & Equipment	-	37,304	-	37,304
Total Capital Expenditures	10,000	37,304	-	37,304
Total Operating & Capital Expenditures	7,011,287	6,598,453	73,542	6,671,995
Net Operating Income (Deficit) after Capital Expenditures	-	(326,760)	45,621	(281,139)

Community Partnership Charter School

Balance Sheet

06/30/14

ASSETS

CURRENT ASSETS

CASH

CASH & CASH EQUIVALENTS	789,560
PETTY CASH	400
TOTAL CASH & CASH EQUIVALENTS	789,960

PREPAID EXPENSES

PREPAID EXPENSES	47,190
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ACCOUNTS & OTHER RECEIVABLE

PUBLIC GRANTS RECEIVABLE	8,342
ACCOUNTS RECEIVABLE	2,415
TOTAL CURRENT ASSETS	847,907

INVESTMENTS

CERTIFICATES OF DEPOSIT	3,341,339
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FIXED ASSETS

SCHOOL EQUIPMENT	67,731
FURN & FIXT	79,493
HARDWARE & SOFTWARE	323,603
LEASEHOLD IMPROVEMENTS	19,193
ACCUM DEPR-EQUIP	(66,867)
ACCUM DEPR-FURN & FIXT	(48,054)
ACCUM DEPR-HDWR & SFTWR	(216,838)
ACCUM AMORT-LEASEHOLD IMPROVEMENTS	(5,758)
TOTAL FIXED ASSETS	152,503

TOTAL ASSETS	4,341,749
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LIABILITIES AND NET ASSETS

LIABILITIES

CURRENT LIABILITIES

ACCOUNTS PAYABLE & ACCRUED EXPENSES	37,227
PAYROLL LIABILITIES	536,296
DEFERRED REVENUE	-
TOTAL CURRENT LIABILITIES	573,523

TOTAL LIABILITIES	573,523
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NET ASSETS	3,768,226
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TOTAL LIABILITIES AND NET ASSETS	4,341,749
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